

**CITY OF LOS ANGELES**  
**NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS**

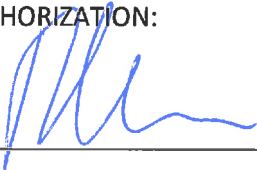
RECORDS OF: DEPARTMENT OF CONVENTION AND TOURISM DEVELOPMENT  
86 Boxes

RECORDS  
DATED FROM 1995 – 2005

As detailed in the attached reports from the Department of Convention and Tourism Development.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

  
\_\_\_\_\_

Robert R. "Bud" Ovrom

2-20-16

Date

CITY CLERK AUTHORIZATION:

  
\_\_\_\_\_

Holly L. Wolcott, City Clerk

3/1/2016

Date

DATE OF

NOTIFICATION: March 7, 2016 (Records will be held for 60 days from this date)

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: 2/10/2011  
TO: The Information Technology & Government Affairs Committee  
FROM: Los Angeles Convention Center  
SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
LACC/08	Los Angeles Convention Center/ Marketing

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O009	Show Files	CL+2	86

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

Form Gen. 48  
Form Gen 48b

### CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4(a)(1)B of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY *Agnes H. Liu* Date 2-10-11

Department/Bureau Los Angeles Convention Center

Records Dated 1995 - 2005


Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2005

Records of Los Angeles Convention Center Marketing (Division) (Unit)

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	[X] Original Records Inclusive Dates		[ ] Duplicate Records Storage Location Nos.	Quantity
						From	To		
1	O009	Show Files			CL+2	01/01/95	01/08/05	West Hall Box Office	86 Boxes
						01/01/1998	02/28/1998	Box 1	
						11/01/1997	12/31/1997	Box 2	
						04/01/1996	06/30/1996	Box 3	
						06/01/1995	07/31/1995	Box 4	
						04/05/2003	06/29/2003	Box 5	
						02/07/2003	04/04/2003	Box 6	
						02/02/2002	03/18/2002	Box 7	
						08/30/2000	10/01/2000	Box 8	
						08/25/2001	10/01/2001	Box 9	
						11/07/2002	02/06/2003	Box 10	
						10/21/2002	11/03/2002	Box 11	
						01/01/2002	02/02/2002	Box 12	
						01/06/2001	02/17/2001	Box 13	
						10/21/2000	12/20/2000	Box 14	
						09/29/2000	10/27/2000	Box 15	
						07/23/2000	08/31/2000	Box 16	
						10/09/2003	12/06/2003	Box 17	
						07/06/2003	10/06/2003	Box 18	

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By  Division Head  
 By  Date 1/4/11 Page 1 of 5 Pages  
 Department Head

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

Request for  
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2005

Records of Los Angeles Convention Center Marketing  
(Department/Bureau) (Division) (Unit)

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Duplicate Records	Storage Location Nos.	Quantity
						From	To			
1	0009	Show Files			CL+2	01/01/95	01/08/05	<input checked="" type="checkbox"/>	West Hall Box Office	86 Boxes
						05/01/1997	07/31/1997		Box 19	
						06/15/2002	07/27/2002		Box 20	
						10/05/2001	10/28/2001		Box 21	
						10/24/2001	12/22/2001		Box 22	
						03/21/2002	05/06/2002		Box 23	
						03/26/2001	05/22/2001		Box 24	
						05/27/2002	06/09/2002		Box 25	
						06/16/2001	08/25/2001		Box 26	
						05/11/2000	06/05/2000		Box 27	
						08/01/1996	10/31/1996		Box 28	
						03/01/1997	04/30/1997		Box 29	
						03/01/1996	04/30/1996		Box 30	
						03/01/1995	04/30/1995		Box 31	
						02/19/2001	03/24/2001		Box 32	
						09/01/1997	10/31/1997		Box 33	
						06/01/1996	07/31/1996		Box 34	
						11/01/1995	12/31/1995		Box 35	
						10/01/1995	10/31/1995		Box 36	

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head [Signature] Department Head Date 1/4/11 Page 2 of 5 Pages

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Request for  
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2005

Records of Los Angeles Convention Center  
(Department/Bureau)

Marketing  
(Division) (Unit)

Item No	Sch. Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		[X] Original Records [ ] Duplicate Records	Storage Location Nos.	Quantity
						From	To			
1	0009	Show Files			CL+2	01/01/95	01/08/05		West Hall Box Office	86 Boxes
						07/01/1997	09/30/1997		Box 37	
						09/30/1997	04/26/1997		Box 38	
						01/01/1995	03/17/1995		Box 39	
						08/01/1995	09/30/1995		Box 40	
						05/01/1995	05/31/1995		Box 41	
						04/08/2000	05/01/2000		Box 42	
						07/28/2002	10/05/2002		Box 43	
						02/23/2000	04/07/2000		Box 44	
						01/08/2000	02/23/2000		Box 45	
						10/01/1996	12/31/1996		Box 46	
						05/23/2001	06/15/2001		Box 47	
						06/09/2000	07/22/2000		Box 48	
						10/09/2000	02/24/2001		Box 49	
						01/01/1999	02/28/1999		Box 50	
						01/01/2004	03/31/2004		Box 51	
						03/01/1999	04/30/1999		Box 52	
						04/30/1999	05/31/1999		Box 53	
						05/31/1999	08/01/1999		Box 54	

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By P. C. [Signature] Division Head  
P. C. [Signature] Department Head  
 Date 1/4/14 Page 3 of 5 Pages

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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2005

Records of Los Angeles Convention Center Marketing (Division) (Unit)  
(Department/Bureau)

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		[ ] Duplicate Records Storage Location Nos.	Quantity
						From	To		
1	0009	Show Files			CL+2	01/01/95	01/08/05	West Hall Box Office	86 Boxes
						07/01/1999	08/31/1999	Box 55	
						09/01/1999	10/31/1999	Box 56	
						10/31/1999	11/10/1999	Box 57	
						11/11/1999	12/31/1999	Box 58	
						04/16/1998	05/31/1998	Box 59	
						03/01/1998	04/15/1998	Box 60	
						02/01/1998	09/30/1998	Box 61	
						06/12/1998	09/09/1998	Box 62	
						06/01/1998	11/30/1998	Box 63	
						10/16/1998	11/01/1998	Box 64	
						10/01/1998	10/15/1998	Box 65	
						01/01/2004	03/31/2004	Box 66	
						09/01/2004	01/08/2005	Box 67	
						04/01/2004	08/31/2004	Box 68	
						07/01/2003	12/31/2003	Box 69	
						01/01/2003	06/30/2003	Box 70	
						04/01/2000	10/31/2000	Box 71	
						10/05/2004	12/21/2004	Box 72	

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By [Signature] Division Head [Signature] Department Head Date 1/4/11 Page 4 of 5 Pages

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Request for  
AUTHORITY TO DESTROY OBSOLETE RECORDS

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Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		[ ] Duplicate Records Storage Location Nos.	Quantity
						From	To		
1	0009	Show Files			CL+2	01/01/95	01/08/05	West Hall Box Office	86 Boxes
						12/01/2003	12/31/2003	Box 73	
						01/02/2002	06/30/2002	Box 74	
						06/25/2002	01/12/2003	Box 75	
						10/01/1999	03/31/2000	Box 76	
						11/03/1997	09/23/1998	Box 77	
						10/01/1998	12/20/1998	Box 78	
						09/01/1996	12/31/1996	Box 79	
						05/01/2004	07/29/2004	Box 80	
						01/01/1996	03/02/1996	Box 81	
						01/01/1999	10/31/1999	Box 82	
						01/01/1997	10/31/1997	Box 83	
						01/01/1996	08/31/1996	Box 84	
						03/01/2001	12/31/2001	Box 85	
						11/29/2000	10/31/2004	Box 86	

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head By [Signature] Department Head Date 1/4/06 Page 5 of 5 Pages

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